

ACC Meeting Name: Institutional Planning Council

D R A F T Minutes

Meeting Date: December 8, 2006

Time: 1:30 pm to 3:30 pm

Location: EVC Room 8111

Chair: Soon Merz

Co-Chair: Richard Smith

Members Present: Soon Merz, Terry Bazan, Yolanda Chapa, Kathleen Christensen, Mariano Diaz-Miranda, Stephanie Diina-Dempsey, Tyra Duncan-Hall, David Fonken, Sandy Gaskin, Donetta Goodall, Lyman Grant, Richard Griffiths, Gary Hampton, Kathy Judge, Eileen Klein, Imad Mouchayleh, Bill Mullane, Charles Quinn, Richard Smith, Judy Van Cleve, Mary Gilmer, Jim Nelson, George Reyes, Patty Scogin, Mike Midgley, Mark Goodrich, Marilyn Lee Taylor, Virginia Murillo, Terry Bazan, Voncille Wright, Kathy Walton, Hazel Ward, Linda Welsh, and Gaye Lynn Scott., Louella Tate, Gerry Tucker, Linda Kluck, and Linda Smarzik.

Absent: Mary Kohls, Lynn Persyn, Ben Ferrell, David Borden, Julie Todaro, Amber Kelley, Gary Weseman, Lisa Buck, Luanne Preston, Linda Young, Mary Harris, Mary Hensley, Neil Vickers, Richard Armenta, Roslyn Wallace, Maggie de la Teja, Anastaysia Travina, and Cynthia Farias.

Agenda Item A: Welcome

Discussion: Soon welcomed everyone to the IPC Meeting.

Agenda Item: Review of Minutes

Presenter B: Soon Merz

Discussion:

1. IPC members reviewed minutes from the October 20, 2006 meeting. The following changes were made.
 - a. Agenda Item E - **Debriefing of Planning Retreat** - Change paragraph 2, last sentence.
Old sentence
Maggie de la Teja reported that linking program review to master planning had been one of the Purple group's initiatives, along with improving the program review process.
New sentence
Maggie de la Teja reported that linking program review to master planning, along with improving the program review process, had been an initiative identified by the Purple group, the group working with the President/Board's priority: Continue to ensure quality of programs and services.
 - b. Correct present and absent members.

Decisions:

1. Sandy Gaskin made a motion to approve the minutes with changes. Kathleen Christensen seconded the motion. Motion was approved.
-

Agenda Item C: Initiative Presentations by Cluster Group Leaders

Discussion:

Soon explained that the presentation of prioritization of the Cluster Group initiatives will follow the order of the handout, *Master Plan 2008-10 Proposed Cluster Group Initiatives*. Each Cluster Group Leader will be allowed up to ten minutes to give their presentation and answer any questions IPC members have.

Soon will email the ballot to IPC members today. The balloting process will be the same as last year. The deadline to return the ballots is December 20th.

- A. Campus Operations/Support Services Cluster Group: Tyra Duncan-Hall presented this group's prioritized initiatives list as follows.
1. Provide Equitable Multi-media Technology for General Purpose Classrooms [1231]
 - a. Description: To ensure classrooms designated for departmental priority scheduling will have appropriate instructional equipment and furnishings necessary for teaching.
 2. Increase Campus Security, Safety, and ACCPD Officer Effectiveness [1233]
 - a. Description: Increased Campus Security, Safety, and ACCPD Officer Effectiveness.
 3. Upgrade Central Duplication Services Space [1232]
 - a. Description: Provide additional space to accommodate upgrade of duplication equipment and to further meet the demands of the College.
 4. Provide Appropriate Specialized Furnishings to Enhance Student Learning [1234]
 - a. Description: To provide appropriate furnishings across campuses to enhance student learning and accommodate students' special needs.
 5. Enhance Safe and Welcoming Environments On Campuses [1235]
 - a. Comment: Existing campuses lack standardized exterior signage on buildings, grounds, and parking lots, causing confusion for students and faculty who attend more than one campus. Additionally, ACC facility crews have inadequate number of staff to effectively maintain grounds, exterior lighting, and other problems that can occur. Therefore, we strongly recommend hiring additional contractors to supplement current ACC facility crews.

Question: Trees cause some of the parking lots to be very dark on some of the older campuses. When was the last time a study was made of this issue?

Response: Bill Mullane said that the Building and Grounds department maintains lighting; however, he is not aware of any study about lighting.

B. Credit Instruction Cluster Group: Mike Midgley and Donetta Goodall presented this group's prioritized initiatives list as follows.

1. Develop programs to meet community need [1223]
 - a. Description: Develop and implement programs that address the economic/employment/educational needs of the ACC service area.
2. Increase Capacity of High Demand Programs [1229]
 - a. Description: ACC will implement a systematic, objective and rational mechanism to review and prioritize programs and curricula that should be enhanced and/or expanded.
3. Improve Student Retention Through Coordinated Retention Program [1230]
 - a. Develop and implement a coordinated Recruitment and Retention program aligned with Closing the Gaps initiative.
4. Increase Success of Developmental Education Students [1224]
 - a. Description: Implement "Best Practices" in developmental education to support ACC's students reaching college readiness in the most efficient and effective manner possible.
5. Increase Multimedia Classrooms to Support Student Learning [1221]
 - a. Description: Equip each classroom with multimedia technology.
6. Increase Percent of Sections Taught by FT Faculty [1226]
 - a. Description: ACC will implement a 3-5 year plan to bring the percentage of sections taught by full-time faculty members to the average of our peer institutions (approximately 50%)
7. Increase Enrollment of ABE/GED/ESL Students [1228]
 - a. Description: The College should expand its transition outreach efforts to its ABE, GED, and ESL students as part of aligned "Closing the Gaps" strategies.
8. Enhance Professional Development Program for Department Chairs and Faculty [1222]
 - a. Description: Implement processes to enhance Department Chairs' and Faculty members' ability to perform essential job functions
9. Develop Faculty Pipeline [1227]
 - a. Description: Develop systematic process for recruiting and orienting new faculty (both adjunct and full-time) to create adequate pools of faculty for both regular classes and weekend college
10. Expand Distance Learning Opportunities for Students [1225]
 - a. Description: ACC will use its distance learning capabilities to expand learning opportunities for our students while maintaining the overall quality of the educational experience.

C. External Affairs Cluster Group: Patty Scogin's presented the group's prioritized initiatives list as follows.

1. Develop an institutional branding program [1211]
 - a. Description: Enlist an external, higher education brand marketing firm to provide a professional framework to identify and promote ACC's brand and image.
2. Establish & sustain alumni relations [1212]
 - a. Description: Increase awareness and build support for ACC's value to the community by establishing and sustaining alumni relations.
3. Develop strategic communications plan for reaching Spanish speakers [1210]
 - a. Description: Through institution-wide research and input, identify target audiences and appropriate communication channels through which to reach the Spanish-speaking population in order to help meet Closing the Gaps goals and Hispanic Serving Institution status.
4. Expand influence and presence of the ACC Center for Nonprofit & Community Based Organizations [1220]
 - a. Description: The Governmental and Community Relations department will support and assist the Center for Nonprofit & Community Based Organizations in expanding its current program of influencing the community through a range of communications and other external activities.

Comment: The IPC members discussed whether to include again previous initiatives as means of monitoring their progress. Soon explained that if an initiative was approved previously it should not be included again in this process. Instead the progress of previously approved initiatives can be tracked through ULEAD.

D. Facilities and Operations: Bill Mullane presented this group's prioritized initiatives list as follows.

1. Vacate space to facilitate remodeling [1237]
 - a. Major remodeling projects create significant disruption to the operation of our campuses. Attempting to undertake such projects without making the full area available for work extends the duration, and increases the cost of the work.

E. Human Resources: Gerry Tucker presented this group's prioritized initiatives list as follows.

1. Faculty/Staff Evaluations [1207]
 - a. To increase the efficiency and productivity of use of the faculty and staff evaluations and provide easy access to employee evaluations.

F. Institutional Effectiveness: Soon Merz presented this group's prioritized initiatives list as follows.

1. Support Data Requirements of Achieving the Dream Project [1213]

- a. Adequately support the data requirements of Achieving the Dream Project.

Soon said the College should know by mid-January if ACC is accepted into the Achieving the Dream Project.

G. Non-Credit Instruction: Sandy Gaskin presented this group's prioritized initiatives list as follows.

1. Achieving Student Advising Access [1205]

- a. Ensure that all Continuing Education students have access to an advisor at HBC.

Comment: Sandy said that she needs a full time advisor instead of a ½ time advisor.

2. Increase instructional/assessment space [1206]

- a. To have additional space to support growing programs to include: Business Assessment Center, Truck driving, Gaming Programs, Massage Therapy, Upholstery, and Design/Events programs.

Comment: Sandy gave an example of space problems in their area of Massage Therapy and Upholstery sharing a space. The noise from upholstering does not work well with massage therapy.

3. Game Development Institute [1219]

- a. Credit and Non-Credit instruction would develop a partnership under the Game Development Institute.

Comment: Sandy said that Austin is one of the premier locations for gaming programs.

H. Student Services: Kathleen Christensen presented this group's prioritized initiatives list as follows.

1. Improve student access to tutoring and testing [1214]

- a. This initiative strengthens learning support for students through the testing centers, learning labs, and phasing in a Supplemental Instruction program.

2. Access and success of at-risk students. [1215]

- a. This initiative strengthens the expansion of College Connection, AE to College Connection, summer youth and summer bridge programs. Outcomes increase access, diversity and student success.

3. Streamline Student Enrollment Processes [1216]

- a. This initiative provides portal access (a single login) for students for their interaction with Austin Community College – application to graduation, including course work. The objectives also address the demands of increased enrollment.

4. Increase student success rates – gpa and course completion rate (ccr). [1217]

- a. This is an initiative to strengthen retention for distance learning students, Support Center services, the Achieving the Dream program,

and provides small retention grant opportunities, through SASC, for the total College.

5. Increase the transfer and graduation rates of all general studies majors.
[1218]
 - a. This initiative focuses on student completion – transfer and the graduate rates of general studies majors.

Comment: Donetta said that her Cluster Group had not been able to enter in the database the initiative objectives for their initiatives.

Response: Soon announced that the database will be made available for those people who still need to enter initiative objectives.

Next Meeting Date: February 16, 2007

Time: 1:30 – 3:30

Location: HBC 201.0